

Teaching Intern Certificate Stakeholder Responsibilities

Responsibilities of the Local Education Agency, Institutions of Higher Education, Teach for America, and the Intern

Local Education Agency (Year One)

- Enter into a written agreement with the IHE (and Teach for America if applicable)
- Interview potential intern candidate and issue a “letter of intent to hire” to the candidate
- Letter written from the district superintendent indicating full-time contracted employment listing grade level/content assignment and school with a condition for employment being that teaching intern certificate requirements are met and certificate issued to district
- Verify that the candidate has a passing score on the appropriate content portion of the AEPA for the subject he/she is assigned to teach
- Identify a district mentor for the candidate who is paid by district induction program
- Maintain a copy of Teaching Intern Certificate issued to the candidate.
- Intern candidate’s placement **must** remain in the same grade/content teaching assignment throughout the two year program.
- If the candidate leaves the program, then it becomes an employment issue as to conditions of continuing employment.

School Administrator (Year One)

- Conduct formative and summative evaluations using district evaluation instrument to ensure teaching intern candidate is making progress and receiving support
- Assign identified district mentor and grade/content mentor to appropriate teaching intern candidate – grade/content mentor will be located in same school
- If it becomes necessary to place teaching intern candidate on an Teacher Learning Plan, follow district policy for beginning teacher support and share information with IHE mentor/supervisor in order that additional support can be provided through IHE teacher preparation program
- Contact IHE advisor if candidate is not making progress on Teacher Learning Plan and conduct a meeting with candidate, district alternative path to certification coordinator, IHE advisor and Teach For America advisor, if applicable to determine course of action.

Local Education Agency (Year Two)

- Provide intern candidate with a letter from the district superintendent indicating full-time contracted employment listing same grade level/content assignment in order to apply for extension of teaching intern certificate
- Intern candidate’s placement **must** remain in the same grade/content area teaching assignment throughout the two year program.
- Review teaching intern candidate information on ADE certification page to ensure that application for extension of the teaching intern certificate has been made

- Teaching intern certificate ***is not valid*** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the teaching intern program or be in the classroom
- Identify a district mentor for the candidate who is paid by district induction program
- Maintain a copy of the Teaching Intern Certificate issued to the candidate
- Contact teaching intern candidate as a reminder to sign up for Professional Knowledge portion of the AEPA exam during 1st semester to ensure ample time to pass and receive results ***prior*** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***
- If the candidate leaves the program, then it becomes an employment issue as to conditions of continuing employment.

School Administrator (Year Two)

- Continue beginning teacher support
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Assign identified district mentor and grade/content mentor to appropriate teaching intern candidate – grade/content mentor will be located in same school

Institution of Higher Education (Year One)

- Enter into a written agreement with the school district (Memorandum of Understanding) and Teach for America, if applicable
- Verify that the candidate has a passing score on the appropriate content portion of the AEPA for the subject he/she is assigned and obtain a copy of the teaching intern certificate from intern candidate, if required for IHE file
- Identify a college supervisor to evaluate and support the candidate
- On-going formative and summative evaluations throughout the two year program
- Check that Teaching Intern checklist is complete with intern and have intern submit application, fingerprint clearance card, passing score on AEPA, district letter, a letter to Dept. of Education indicating that the candidate is enrolled in a teacher preparation program and \$60 fee
- Obtain a copy of the Teaching Intern Certificate ADE, if required for IHE file

Institution of Higher Education (Year Two)

- Contact teaching intern to complete Extension of Teaching Intern Certificate application
- Submit an individual letter indicating that the candidate is enrolled, making satisfactory progress in the teacher preparation program, completed SEI requirements and required coursework – Do not send a generic letter with program coursework listed
- Teaching intern certificate ***is not valid*** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the teaching intern program or be in the classroom

- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Obtain a copy of the Extension of the Teaching Intern Certificate ADE.
- Identify a college supervisor to evaluate and support the candidate
- On-going formative and summative evaluations throughout the two year program
- Contact teaching intern candidate as a reminder to sign up for Professional Knowledge portion of the AEPA exam during 1st semester to ensure ample time to pass and receive results **prior** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***

Institution of Higher Education (End of Year Two)

- Upon successful completion of the teacher preparation program, issue the candidate an Institutional Recommendation (IR) to verify completion of a State-Board Approved Teacher Preparation Program
- Check that Teaching Intern checklist is complete with intern and have intern submit provisional teaching certificate application, passing score on Professional Knowledge portion of AEPA exam, official transcripts and \$90 fee to ADE for Provisional teaching certificate and full SEI endorsement.

Teach for America (Year One)

- Enter into a written agreement with the school district and the IHE
- Candidates will submit teaching intern certificate applications with required documentation and \$60 fee for issuance of the Teaching Intern Certificate to Transition to Teaching Director, at ADE.
- Notify the Department of Education and IHE within 30 business days if a candidate leaves the “Teach for America” Program
- Submit candidate retention data to the Arizona Department of Education at the close of year one

Teach for America (Year Two)

- Candidates will submit application for extension of the Teaching Intern Certificate with required documentation for extension of the Teaching Intern Certificate (no fee is required) to Rosemary Gaona, TFA Education Program Specialist
- Teaching intern certificate ***is not valid*** for the second year if extension application has not been made and approved-therefore candidates cannot participate in the program or be in the classroom
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.
- Notify the Department of Education and IHE within 30 business days if a candidate leaves the “Teach for America” Program
- Monitor student success on the Professional Knowledge portion of the AEPA by having them sign up for Professional Knowledge portion of the AEPA exam during 1st semester to ensure ample time to pass and receive results **prior** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***

- Submit candidate retention data to the Arizona Department of Education at the close of year two
- Assist candidate in applying for Provisional Certification (at completion of the teacher preparation program)
- Candidate will submit the Institutional Recommendation with the Provisional Teaching Certificate application, AEPA Professional Knowledge passing score and \$90 fee to ADE for Provisional teaching certificate and full SEI endorsement.

Candidate (Year One)

- Meet the requirements for initial issuance of the Teacher Intern Certificate. (See Teaching Intern process page.)
- Submit Teaching Intern Certificate application with required documents and \$60 fee to ADE, certificate will be issued to teaching intern candidate
- Teaching intern candidate cannot teach in the classroom without teaching intern certificate even if a 'letter of intent' or contract have been issued
- Intern candidate's placement **must** remain in the same grade/content area teaching assignment and school throughout the two year program.

Candidate (Year Two)

- Meet the requirements for Extension of the Teacher Intern Certificate. (See Teaching Intern process page.)
- Submit Extension of Teaching Intern Certificate application with required documents to ADE, certificate will be issued to teaching intern.
- Intern candidate's placement **must** remain in the same grade/content area throughout the two year program.
- Sign up for Professional Knowledge portion of the AEPA exam during 1st semester to ensure ample time to pass and receive results **prior** to expiration of teaching intern certificate – 30 day turnaround time for results ***NO exceptions will be made***

Candidate (End of Year Two)

- Submit Institutional Recommendation with Provisional Teaching Certificate application, from IHE, official transcripts, passing score on Professional Knowledge portion of the AEPA and a \$90 check or money order for Provisional Teaching Certificate and full SEI endorsement **prior** to expiration of Teaching Intern Certificate ***NO Exceptions will be made.***